



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)

TO PROVIDE

Non-secure Detention Group Home for Persons in Need of Supervision (PINS) and other Juvenile Justice Populations at Risk of Institutional Placement due to Behavioral and/or Emotional Disorders

FOR

The Erie County Department of Social Services in Partnership with the County Departments of Mental Health and Probation

RFP # 1628VF

July 7, 2016

Erie County Department of Social Services

**EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK

REQUEST FOR PROPOSALS (“RFP”) # 1628VF

TO PROVIDE

NON-SECURE DETENTION GROUP HOME FOR PERSONS IN NEED OF SUPERVISION (PINS) AND OTHER JUVENILE JUSTICE POPULATIONS AT RISK OF INSTITUTIONAL PLACEMENT DUE TO BEHAVIORAL AND/OR EMOTIONAL DISORDERS

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking proposals from qualified, **non-profit** agencies (“Proposer”) interested in providing Non-secure Detention Group Home services for youth ages ten through seventeen with a finding or pending finding of being a Person in Need of Supervision or a Juvenile Delinquent (JD), and ordered by a Family Court Judge or apprehended on a PINS/JD warrant (Please Note: individuals may be over seventeen when the court has continued its jurisdiction). Proposers interested in providing this service are invited to respond to this request.

It is the County's intent to select the Proposer(s) that provides the best solution for the County's needs.

The County reserves the right to amend this RFP, reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive any irregularities or informalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Proposer, and to award negotiated contracts to one or more Proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. FUNDING AND BUDGET

A total of **\$1,895,000** is potentially available for the requested Non-Secure Detention services for 2017.

The award is subject to annual contract renewal, contingent upon the Proposer’s successful performance of project objectives and the continued need and desire for such services as articulated by Erie County DSS. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose. All contract appropriations are subject to Legislative approval.

Future awards will be dependent on available funds and subject to the demonstrated fiscal and programmatic stability of the applicant agency, as well as their meeting all of the ECDSS requirements. More than one provider may be selected for funding for 2017.

Note: By Executive Order from the NYS Governor and the Erie County Executive, administrative costs may not exceed 15% of the requested funds. Lower Administrative costs will be favored when rating proposals. Erie County seeks to move in the direction initiated by New York State to keep administrative costs at this level or below.

III. PROPOSAL TIMEFRAMES

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	July 7, 2016
Proposals Due:	August 1, 2016
Selection Made:	September 30, 2016
Contract Signed:	Following all necessary County approvals.

IV. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. Specific instructions for the proposal format and content are outlined in Appendix A.
2. One (1) original and one electronic PDF copy of the Technical Proposal and Organizational Support and Experience sections shall be submitted. Proposals MUST be signed using the attached Schedule A: Proposer Certification. Unsigned proposals will be rejected.
3. All Proposers submitting proposals must include one (1) original and one electronic PDF copy of the Budget/Cost Proposal packet, separate from the Technical Proposal and Organizational Support and Experience sections. All Appendix B budget attachments must be completed and included in the cost proposal.
4. Submission of the proposals shall be directed to:

Al Dirschberger, Ph.D.
Commissioner
Erie County Department of Social Services
95 Franklin Street, Room 811
Buffalo, NY 14202
Albert.Dirschberger@erie.gov

All proposals must be delivered to the above office on or before August 1, 2016 at 4:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

5. Requests for clarification of this RFP must be written and submitted to Al Dirschberger at the above address, or at Albert.Dirschberger@erie.gov no later than 4:00 pm on July 15, 2016. No communications of any kind will be binding against the county, except for the formal written responses to any request for clarification.
6. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those Proposers will be notified to arrange specific times.
7. No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
8. Information on the Standard Insurance Provisions required of agencies selected as a contractor of this service is included in this RFP. This document is for informational purposes only, and is not to be submitted by the Proposer for the purposes of this RFP.
9. All potential contract-holders with Erie County shall agree to comply with Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. All contract holders will be required to sign the Erie County Equal Pay Certification (attached). The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie

County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of a contract, and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

10. Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE) proposers should include the Erie County MBE/WBE Certification letter with their proposal.
11. Proposers who operate a Veteran-Owned Business should include the letter indicating their company is 51% or more veteran-owned with their proposal.
12. All proposers must disclose the name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal.
13. All proposers must provide a list of at least 3 references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered.
14. All proposers must provide a list of all prime contractors and subcontractors that their agency does business with related to the service in this RFP.

V. SCOPE OF PROFESSIONAL SERVICES REQUIRED

A. Introduction:

Erie County Departments of Social Services, Probation and Mental Health have worked in partnership with local, state and federal stakeholders to redefine the system of care for children who are at risk of out of home placement in order to strengthen the capacity of families to support and maintain their children in the most normalizing and least restrictive setting possible. This effort is primarily focused on developing community services with fidelity to the national wraparound model that provide an alternative to residential care for children who are at imminent risk of placement. More recently, Erie County has broadened the scope of reform to include other critical system of care populations and services including reframing the culture and practice of Secure Detention and expanding the continuum of community services for juvenile delinquents. Consistent with the overall reform in Erie County, these additional reform efforts have been implemented with fidelity to the system of care values that all services be family focused, strength based, individualized and culturally competent through service models that have demonstrated efficacy to prevent institutional care.

Non-secure detention services and practices will be implemented consistent with national trends and best practice including: prompt, thorough and objective assessments, high standards of custodial care, brief stays whenever possible, maintenance of connections to family and community/school environment and effective transitioning out of detention home with appropriate service and planning with fidelity to the above system of care values. In other words, non-secure detention services will be provided in a normative (e.g., recognizing the transitional quality of non-secure detention, establishing short term pro-social goals, and maintaining family and community contacts to the greatest extent possible) rather than institutional environment while preserving the security, safety and supervision of residents.

Consistent with Erie County practice regarding the developing system of Care for children and youth, the 2017 Non-secure Detention contract(s) will include eight (8) non-secure group home beds for males, eight (8) non-secure group home beds for females, and a flexible capacity of eight (8) reserve detention beds. In addition, the following administrative requirements will be applied:

- Admission to the contracted capacity will be made centrally on a non-decline basis by the Erie County Family Court or Secure Detention after hours;
- Services will be geographically and culturally accessible and be provided in a normative rather than institutional atmosphere/environment that is also conducive to family and agency visits;
- The Provider Agency will participate in system reform activities including designated learning communities; and,
- Services will be provided in compliance with all applicable OCFS, ADA and SED requirements.

It is recognized that the response to this RFP may be accomplished through a collaborative partnership of agencies. In this case, there must be a designated lead agency that will contract with the Erie County Department of Social Services for the full complement of proposed services. The lead agency must directly provide the Non-secure Detention Group Home services. Also, the responding agency (or designated lead agency in a collaborative response) must meet each of the following requirements:

- Currently licensed by the New York State Office of Children and Families or Office of Mental Health to provide Residential services for high risk youth;
- Currently provides residential services within proximity of Erie County; and,
- Documented experience in serving target population youth as defined in this RFP.

B. Program Information:

Target Population:

Children and youth ages ten (10) through seventeen (17) with a finding or pending finding of being a Person in Need of Supervision (PINS) or a Juvenile Delinquent (JD), and ordered by a family court judge or apprehended on a PINS/JD warrant (Please Note: Individuals may be over seventeen (17) when the court has continued its jurisdiction). The clinical/behavioral feature profile of youth in target population is reflected in the following statistics:

- 85% of youth admitted have had repeated and/or high risk runaway episodes;
- 15% were determined to be unwilling/unable to comply with their Family Services Team (PINS diversion) or formal probation service/monitoring plan;
- 40% will arrive at detention with prescribed psychotropic medication or recently have received mental health treatment;
- 60% are active users of alcohol and/or other drugs. Up to 30% of those will be at a level of habituation or dependence;
- 90% of the girls have a history of trauma;
- 75% are special education students and/or have significant remedial needs; and,
- 40% have a history of involvement with DSS services.

The non-secure detention target population often represents youth with a combination of the following individual, family and community risk factors:

Individual Youth Risk Factors:

- History of unstable family life seriously effecting crucial early development;
- History of trauma;
- Cognitive deficits; and,
- Poor emotional/behavioral control.

Family Risk Factors:

- Limited problem solving/crisis management skills;
- Family history of addiction and/or mental illness;
- History of ineffective service system engagement and experiencing alienation toward the service system; and
- Adult contact with the Criminal Justice system.

Community Risk Factors:

- History of poor academic involvement/achievement;
- Poor attachment to positive community resources;
- Lack of community resources;
- Poverty; and,
- Vulnerability to gang involvement.

Project Description:

The 2017 Erie County Secure Detention contract(s) will include a total of eight (8) non-secure group home beds for males, eight (8) non-secure group home beds for females, and a flexible capacity of eight (8) reserve beds. The following specifications delineate significant program/service requirements of the non-secure residential components:

Gender Specific Non-secure Detention Group Home:

- To the extent possible, it will provide a normative environment and atmosphere while preserving security, safety and supervision of residents;
- Services will be provided in compliance with all applicable OCFS, ADA and SED requirements including the physical plant and staff qualifications and coverage;
- It must have the capacity to admit youth 24 hours a day/7days a week. Intake assessments provided to the Agency from the County must be completed upon admission;
- The philosophy, culture and practices will be implemented with fidelity to the system of care values that all services be family focused, strength based, individualized and culturally competent;
- It must have the capacity to manage the physical, social, medical, educational and mental/behavioral health needs of youth ranging in age from ten (10) through seventeen (17);
- The length of stay may fluctuate significantly from a few days to a few months. The program must provide varied and responsive services that are individualized for each resident with the projected outcome of preventing future return to custody;
- The group home program must provide a safe, therapeutic, supervised environment with a strong emphasis on de-escalation of aggressive and hostile behavior. It will ensure that youth displaying aggressive and violent behavior are maintained in non-secure detention without further penetration into the justice system via arrest (i.e., juvenile delinquent or adult charge) while in non-secure residence;
- Transportation services to support all appropriate off-site activities (including pre-placement appointments), ensure access to critical medical, behavioral health, and other community services and attendance to all court hearings;
- Children in the program will experience a full range of educational, recreational, cultural and pro-social skill building activities and opportunities. Activities will promote a behavioral management approach that utilizes incentives valued by the individual youth such as the granting of privileges to reward positive behavior and the withholding of privileges to manage negative behaviors;
 - Educational services must be provided in a manner that supports the goal of creating a normative environment and ensures continuity with the home school district academic program. This includes coordinating school work assignments with each youth's home school. Educational activities will occur in designated classroom space. When appropriate and approved by the court, individual youth may attend classes in their home school. A sample daily calendar must be provided;
 - During summer months, weekends and/or other school vacation periods, the non-secure group home will ensure the delivery of targeted educational activities that are focused on the development of pro-social, coping and life skills with the goal to minimize downtime and opportunities for learning deviancy while supporting healthy choices.
- Given the emerging mental and behavioral health challenges that admitted youth present, each non-secure group home will have on staff a social worker with a master's degree (MSW) experienced with the target population whose responsibilities will include:
 - Application of clinical knowledge and skills to the custodial care of the residents such as the use of screening/assessment tools when indicated, training and providing individual case guidance to direct care staff, ensuring that clinical findings are appropriately utilized in resident care and planning, and engaging families in service planning and coordination activities;
 - Provide individual and group counseling that addresses specific issues and topics relevant to the participating youth; and is appropriate and effective given the limited lengths of stay; and

- Case management/coordination with the various human services agencies and systems involved in the resident's life to ensure that the service plan while in residence and at discharge has the greatest chance to achieve successful reintegration into the community. This may include the early engagement of planned referred services at residence. To further support these coordination efforts, the MSW-Program Supervisor will coordinate daily with the PINS Diversion Family Service Team clinical and front line staff.
- **Enhanced Mental Health Services:**
 - Non-secure detention will develop a mental health program and assessments that are similar to the mental health program and assessments used in secure detention. Non-secure detention will work collaboratively with Erie County and secure detention to develop these mental health services.
- **Reserve Bed Coverage:**
 - Short term overflow capacity approved by NYS OCFS Detention to address additional capacity needs associated with short term fluctuations in referrals/admissions to non-secure detention by total number of youth, gender specific subtotals and/or the overall mix of risk levels/service needs of referred youth. It is projected that total bed days for reserve coverage will not exceed one hundred fifteen (115) days. Specific program service requirements for reserve bed coverage are consistent with those defined above by the specific non-secure residential component needed. In addition, the reserve coverage should support each of the following:
 - The flexibility to address fluctuations in overall daily capacity, gender specific variations or the specific service level mix required (e.g. at a specific point in time, the total daily need does not exceed the overall contracted capacity of twenty-four (24) but the mix of six (6) males and fourteen (14) females cannot be met with the configuration of eight (8) non-secure group home beds for males, and eight (8) non-secure group home beds for females; and,
 - Utilization of a reserve coverage service model that can be implemented in a cost effective manner (e.g., the reserve capacity can be activated or deactivated against short term need without assuming ongoing operational costs).
- **Dress Code:**
 - Non-secure detention staff members who transport youth to Family court will dress in a professional manner which includes a polo shirt, dress pants/khakis and no jeans. Furthermore, staff members who transport youth will have their ID badge on display at all times while at Family court.

C. Projected Outcomes

Performance Measures that will be used to capture information related to program success include:

All proposals will be examined. Proposals that do not conform to the RFP instructions contained in this document or do not address all questions and/or requirements as specified may be eliminated from consideration. However, the County reserves the right to accept such a proposal if it is determined to be in the best interest of the families to be served and the County. In this regard, the award of the contract shall be made to the agency whose proposal best meets the goals and objectives set forth by the County in the Request for Proposals. Evaluation criteria will focus primarily on the applicant's service experience with the target population and residential service elements; the demonstrated efficacy of specific services and practices to be employed (e.g., targeted educational activities that are focused on the development of pro-social, coping and life skills); the applicant's ability to meet program

implementation start date requirements as documented through the transition plan and previous applicant successes regarding expedited start-up of services; the comprehensiveness of planned actions and documentation of current application to ensure cultural competency; consistency with target budget allocations; the fiscal and programmatic viability of the plan to provide reserve bed coverage; and the proposed quality improvement plan and associated performance milestones to limit the number of AWOL's, critical incidents (e.g., fighting between residents and physical altercations), the number of child abuse allegations against staff, the non-filing of criminal action reports, and the number of physical plant citations.

Proposals will be scored by a panel that will include representatives from Erie County Social Services, Youth Services, Mental Health and others. An objective weighted scoring instrument will be used to evaluate and select a recommended service provider. The final recommendations will be made by the Commissioner of Social Services to the Erie County Legislature based on the proposal that receives the highest overall rating. At the time of recommendation a report summarizing the process, scoring results, critical decision points and the award recommendation will be drafted to share with appropriate parties.

D. Agency Experience and Qualifications

In addition to the above, the program narrative must include but not be limited to:

- An explanation of the extent to which services will be delivered consistent with the System of Care values that services be family driven, strength based, and individualized;
- A description of the staffing pattern to meet the service response and regulatory requirements of the initiative:
 - Please include how staff will be deployed to ensure coverage consistent with regulatory requirements (e.g., 24/7 coverage with at least two staff at all times in group homes, or one-on-one coverage when deemed appropriate by clinical assessment); and
 - Describe how you will ensure cultural and linguistic competence of staff that reflect the diversity of the youth being served. Please provide data that demonstrates your Agency's current efficacy in this area.
- Please describe the level of staff turnover in your agency within programs that place similar demands on individual staff. Identify problems that have been experienced in maintaining sufficient staffing to meet service need. Describe specific management interventions employed to address such problems in staff turnover and specific achievements toward reducing staff turnover. Resumes and background checks for staff working the program will be required by Erie County and must be shared with the Detention social worker responsible for the oversight of non-secure detention. **Please note:** While this section may be answered to some extent in general terms, please specifically address challenges in recruiting and retaining individuals in licensed social worker positions and your Agency's success in this regard.
- Identify your Agency's direct experience working with each of the following:
 - Law enforcement agencies
 - Family court
 - County juvenile justice and/or PINS services
 - Emergency service providers, and
 - Other relevant human service organizations.
- Identify all inter-organizational partnerships or affiliations the designated lead applicant intends to establish toward the provision of the identified service(s) model;
- Please provide a detailed implementation plan that achieves full operational readiness at or before January 1, 2017 and addresses each of the following:
 - Outline timelines and critical milestones associated with the implementation of the program;
 - Provide an overview regarding the property to be utilized for the residential component, the degree to which it needs to be reconfigured to provide the two eight bed units, and examples of timely property for similar applications;
 - What equipment and/or furniture does your agency already have available to be applied to this initiative;
 - Describe agency readiness and ability to staff the program in a timely manner; and,
 - Describe specific ways in which your Agency is uniquely positioned to achieve operational readiness at and/or before the January 1st, 2017 required implementation deadline.

VI. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the Proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the Proposer to enter into an agreement with the County for the required services;
- by submitting a proposal, the Proposer agrees and understands that the County is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the Proposer also understands and agrees that the County reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals
- To waive any irregularities or informalities in proposals received after notification to Proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the Proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each Proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the Proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the Proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the Proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;

- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a Proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- The Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.
- The Proposer's experience in performing the proposed services.
- The Proposer's financial ability to provide the services.
- Evaluation of the Proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one.
- A determination that the Proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the Proposer's projected approach and plans to meet the requirements of this RFP.
- The Proposer's presentation at and the overall results of any interview conducted with the Proposer.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any Proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any Proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

CONTRACT

After selection of the successful Proposer, a formal written contract will be prepared by the County and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR IF NECESSARY THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The award period will be for a one-year term, with the option to renew for three (3) additional one-year terms, subject to annual contract renewal, contingent upon the Proposer's successful implementation of the program, data collection, monitoring, goal attainment, and compliance with required reporting. Initial award and renewals are subject to inclusion of funding in the County Executive Recommended Budget and as adopted by the Erie County Legislature, as well as, contingent upon availability of New York State funds appropriated for this purpose.

INDEMNIFICATION AND INSURANCE

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Proposer agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Proposer shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Proposer or third parties under the direction or control of the Proposer; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the Proposer and the County, the Proposer will be required to provide proof of the applicable insurance coverage.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The Proposer accepts and agrees that language in substantially the following form will be included in the contract between the Proposer and the County:

All deliverables created under this Agreement by the Proposer are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Proposer hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Proposer agrees to assist the County, if required, in perfecting these rights. The Proposer shall provide the County with at least one copy of each deliverable.

The Proposer agrees to defend, indemnify, and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Proposer agrees to enable the County's continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Proposer in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Proposer may retain copies of such records for its own use.

NOTE: All contracts executed by the Erie County Department of Social Services will be posted electronically on the Department's website.

NON-COLLUSION

The Proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All Proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County. Further, all Proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the Proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of Proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) insert the following notice in the front of its proposal:

“NOTICE

The data on pages ____ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the Proposer's competitive position.

The Proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this Proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.”

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " *** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than one hundred eighty (180) days from the proposal date.

PROPOSAL CONTENT

In order for Proposers to be considered for an award, the terms, conditions and instructions contained in this RFP and attachments must be met. Any proposals which do not meet these criteria may be considered non-responsive. Your proposal should include 2 sections (A & B) and should be submitted in separate envelopes.

APPENDIX A: TECHNICAL AND ORGANIZATION

Technical Proposal: This section shall describe the approach and plans for accomplishing the work outlined in the Scope of The Service section.

1. RFP Coversheet
2. Clearly define how the mission of your agency encourages the delivery of the proposed services.
3. Describe your agency's organizational capacity to maintain a successful operation that is consistent with the outcomes of this RFP.
4. Clearly identify the staff associated with the project: job titles, number of staff in each title, education, training, and experience requirements for each position title. Specify their role in providing the services and supervision protocols.
5. Describe your agency's ability to implement and staff the program in a timely manner, including provision of services, effective January 1, 2017.
6. Provide an overview of the service delivery plan, including but not limited to:
 - target population and geographic areas to be served
 - specialized services and resources
 - plans to meet the needs outlined in the RFP
 - days and hours of service availability
 - time frames for intake and engagement
 - termination protocols
 - capacity for service
 - accommodation of those with special needs, including language translation and cultural differences
 - location(s) of service
7. Describe your proposed approach to program evaluation and reporting to ECDSS. Clearly define how this project will meet the performance targets associated with this RFP, including follow-up, as well as how you will monitor compliance, outcome based performance and implement a plan for quality improvement. Specify how poor performance will be addressed when requested by ECDSS or when the outcomes of the program fail to be achieved.
8. Describe how your agency monitors and verifies the accuracy and sufficiency of its billing system to assure all claims made are proper and that adjustment is sought when issues are identified.
9. Provide any other information that you feel would distinguish your organization's approach to the delivery of the requested services, including any prior experiences and successes.
10. Include the signed **Schedule A Proposer Certification**.
11. Include the signed **Erie County Equal Pay Certification** form.
12. Include the completed **Agency Personnel Demographic Survey Form**.

Organizational Support and Experience: This section shall contain all pertinent information relating to your organization, personnel and experience that would substantiate your qualifications and capabilities to perform the services required by the scope of the RFP.

1. A brief history and description of your organization. Provide a copy of your organization's most recent organizational chart and a letter of support signed by the CEO and the Board President.

2. Give the name and title of person(s) authorized to bind the Proposer, e-mail address, the main office address, and the telephone number (including area code).
3. Provide resumes for all program staff, including administrators, program supervisors, direct service staff and aides.
4. If applicable, period of time your organization has been providing services/ programs in the County community.
5. Provide references or letters of testimony from other agencies for whom you have provided this or a similar service, with contact information.
6. Provide any additional information that would distinguish your organization in its service to Erie County.

APPENDIX B: BUDGET/COST PROPOSAL

This section shall contain all information related to the project costs. All Proposers must use forms provided and **submit in a separate envelope.**

1. All Budget forms in this RFP.
 - a. The amount of funding requested from ECDSS for this proposed service.
 - b. The proposed number of service units. For this service, the billable unit of service is defined as Contracted dollar amount per day of service for 16 beds plus flexible capacity of eight (8) reserve detention beds.
 - c. A clear distinction of administrative costs from direct service program costs. Include a description of in-kind goods or services dedicated to the goals and deliverables.¹
2. A single copy of the most current information, as noted below. ***Note: these materials cannot be returned.***
 - ☐ Most recent Audit report prepared by an independent CPA, including agency management letter
 - ☐ Listing of Officers and Board of Directors
 - ☐ Evidence of current IRS determination as a 501(c)(3) organization, if applicable

¹ Administrative overhead may not exceed 15% of the total annual budget. Agencies that offer administrative overhead at a lower rate will have their proposals scored accordingly based on the criteria used above for awarding these contracts.

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES RFP COVERSHEET
RFP#1628VF:NON-SECURE DETENTION SERVICES

Name of Organization:	
Organizational Mailing Address:	
Executive Director:	
Executive Director's Phone Number:	
Executive Director's Email:	
Agency Contact Person:	
Contact Person's Phone Number:	
Contact Person's Email:	
Agency Website:	
Federal Employer ID# (FEIN):	
Is agency debarred/suspended from receiving funds/doing business with the Federal government?	
Please provide DUNS #, if available:	
Is agency a non-profit or unit of government?	
If non-profit, please provide 501(c)(3) not-for-profit entity ID # and date established as such:	
If non-profit, please provide roster of agency's volunteer board:	Please provide attachment
Copy of agency's most recent annual audit:	Please provide attachment
Is agency a Certified Minority Business Enterprise/ Women's Business Enterprise (MBE/WBE)?	Please provide the Erie County MBE/WBE Certification letter as attachment
Is agency a Veteran-Owned Business?	Please provide the letter indicating their company is 51% or more veteran-owned as attachment
Name, title, and department of any employee or officer who was an employee or officer of Erie County within the 12 months immediately prior to the proposal:	
List of all subcontractors that your agency does business with related to this service: Please provide attachment if more space needed	

AGENCY PERSONNEL DEMOGRAPHIC SURVEY FORM - RFP

INSTRUCTIONS: Please complete this form and return it with your RFP submission. Erie County is mandated by state and local regulation to collect this information to ensure fair hiring practices. An agency's diversity is a factor that is considered in the RFP review process.

AGENCY NAME: _____ PHONE #: _____ DATE: _____

AGENCY ADDRESS: _____

PERSON COMPLETING: Name: _____ Title: _____

1. How many people work for your agency ? _____

PLEASE BREAK DOWN YOUR ANSWER BY DEMOGRAPHIC GROUP:

DEMOGRAPHIC GROUP	NUMBER of STAFF in Demographic Group
White	
African-American	
Hispanic	
Asian-American	
Native American	
Race- OTHER	
Race- UNKNOWN	
TOTAL:	(Sum of above)

PLEASE BREAK DOWN YOUR ANSWER TO BY SEX:

DEMOGRAPHIC GROUP	NUMBER of Staff in Demographic Group
Female	
Male	
Identifies as Other	
TOTAL:	(Sum of above)

2. How many VETERANS are included in the number of staff? _____

SCHEDULE “A”

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie (the “County”) and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County for the required services. The undersigned agrees and understands that the County is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County, its directors, officers, employees or agents unless an agreement is signed by a duly authorized County officer and, if necessary, approved by the Erie County Legislature, the Office of the County Attorney and/or the Erie County Fiscal Stability Authority.

It is understood and agreed that the County reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County reserves all rights specified in the Request for Proposals (RFP).

It is understood and agreed that the undersigned, prior to entering into an agreement with Erie County, will properly execute the County of Erie Standard Insurance Certificate (example on pp. [] of this RFP), and that it will be complete and acceptable to Erie County.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Agency Name

By:

Name and Title

(For Informational Purposes Only)

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together "Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

Signature

Verification

STATE OF _____)

COUNTY OF _____) SS:

A)

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the Name of
Corporate Officer _____, of
_____, Title of Corporate Officer Name of Corporation the enterprise
making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____

Day of _____, 20__

Guidelines for Standard Insurance Provisions Required (for Informational Purposes Only)

LAW-1-INS (Rev. 3/12)



County of Erie Standard Insurance Certificate

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>															
PRODUCER	CONTACT NAME PHONE (A/C No. Ext) FAX (A/C No.) EMAIL ADDRESS PRODUCER CUSTOMER ID #														
INSURED	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A:</td><td></td></tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A:															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	DO NOT USE FOR WORKER'S COMP. FORM C-105., U-26.3, SI-12 OR CE-200 REQUIRED		WC STATUTORY LIMITS: \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
County of Erie 95 Franklin St Buffalo NY, 14202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

X. FOR COUNTY USE ONLY:

Name of County Dept. Requesting Certificate

Purchase Order or Contact Number

Vendor Insurance Classification

RETURN TO: ECDSS SHARON SULLIVAN

95 Franklin St. ROOM 746

Buffalo, NY 14202

INSTRUCTIONS FOR COUNTY OF ERIE STANDARD INSURANCE CERTIFICATE

I. Insurance shall be procured and certificates delivered before commencement of work or delivery of merchandise or equipment.

II. CERTIFICATES OF INSURANCE

A. Shall be made to the "County of Erie, 95 Franklin St, Buffalo NY, 14202."

B. Coverage must comply with all specifications of the contract.

C. Must be executed by an insurance company, agency or broker, which is licensed by the Insurance Department of the State of New York. If executed by a broker, notarized copy of authorization to bind or certify coverage must be attached.

III. Forward the completed certificate to: County of Erie, (Department or Division) responsible for entering into the agreement for construction, purchase, lease or service.

IV. Minimum coverage with limits are as follows:

Vendor Classification	A Construction and Maintenance	B Purchase or Lease of Merchandise or Equipment	C Professional Services	D Property Leased To Others Or Use Of Facilities Or Grounds	E Concession-Aires Services	F Livery Services	G All Purposes Public Entity Contracts
Commercial Gen. Liab.	\$1,000,000 per occ.	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL	\$1,000,000	\$1,000,000 CSL
General Aggregate	\$2,000,000						
Products Comp. Ops.	\$2,000,000						
Blanket Broad Form	Not Excluded or Limited		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Contractual Liability							
Broad Form P.D.							
X.C.U.							
Liquor Law				INCLUDE			
Auto Liab.	\$1,000,000 CSL		\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL	\$1,000,000 CSL
Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Hired	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Non-Owned	INCLUDE		INCLUDE	INCLUDE	INCLUDE	INCLUDE	INCLUDE
Excess/Umbrella Liab.	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Disability Benefits	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY	STATUTORY
Professional Liability			\$5,000,000				
Erie County To Be Named Add'l Insd.	Gen. Liab., Auto Liab., & Excess	Broad Form Vendors May Be Required	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess	Gen. Liab., Auto Liab., & Excess

V. Construction contracts require excess Umbrella Liability limits of \$5,000,000.

VI. Coverage must be provided on a primary-non contributory bases.

VII. Designated Construction Project General Aggregate Limit Per Location Endorsement CG 25 03 is Required.

VIII. In the event the concessionaire is required to have a N.Y.S. license to dispense alcoholic beverages an endorsement for liquor liability is required.

IX. Transportation of people in buses, vans or station wagons requires \$5,000,000 excess liability.

X. Workers Compensation: State Workers' Compensation Board form DB-155 is required for proof of compliance with the New York State Disability Benefits Law.
Locations of operation shall be "All locations in Erie County, New York."

For those entities who request permits, licenses, or contracts are required to provide either an Affidavit of Exemption (BP-1) or Certificate of Insurance 105.2, Certificate of Self Insurance SI-12, DB-155, or a Certificate of Attestation CE-200 to evidence exemption of coverage by statute. It will be necessary to require alternate coverage and limits which will be defined in the bid specifications, contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of the standards printed above.

XI. The "ACORD" form certificate may be used in place of the County of Erie Standard Insurance Certificate, provided that all of the above referenced requirements are incorporated into the "ACORD" form certificate.

**ERIE COUNTY, NEW YORK
2017 SOCIAL SERVICES FUNDING APPLICATION
APPENDIX B – FISCAL**

FOR RFP #: 1628VF

I. GENERAL INFORMATION

- a) Legal Name of Organization _____
- b) Other Name (if used) _____
- c) Address of Organization _____
Street _____
City/State/Zip _____
- d) Contact Person _____
Name/Title _____
- Address _____
Street _____
City/State/Zip _____
- Phone Number _____

II. FINANCIAL INFORMATION

- a) Payee Name of Organization
(if different than Legal Name) _____
- b) Financial Contact Person _____
Name/Title _____
- Address _____
Street _____
City/State/Zip _____
- c) Organization's Fiscal Year _____
Start date - End date _____
- d) Federal Employee Identification Number _____
- e) Not-For-Profit Number _____
- f) Amount of Funding Request to ECDSS
for this proposed contract \$ _____
- g) FY of Request _____
Start date - End date _____

III. UNIT COST

- a) Unit of Service for this proposal (eg: hour): _____
- b) Cost per unit of service for this proposal: _____

APPENDIX B – FISCAL

IV. SUPPLEMENTARY APPLICATION INFORMATION

Provide a separate envelope or folder which includes one copy of the most current information as noted below. These materials cannot be returned.

- ☒ Most recent Audit report prepared by an independent CPA
- ☒ Listing of Officers and Board of Directors
- ☒ Most recent Management Letter

V. CERTIFICATION

The undersigned certifies that he or she is a principal officer of the applicant organization and has knowledge of, and certifies that the information contained herein is complete and accurate.

Furthermore, the undersigned certifies that the applicant sponsored programs, services and activities are available to the general public, advertised as such, and not subject to discrimination based on sex, race, creed, religion or national heritage.

SIGNATURE

DATE

NAME/TITLE

Appendix B - Fiscal Calculations

AGENCY: _____

FUNDING PERIOD: _____

RFP # and NAME: _____

The Fiscal Calculation pages request information in the following tables:

- 1) Summary Funding Request - To be completed from information provided in tables 2-7.
- 2) Direct Program Operating Expense
- 3) Administrative Overhead
- 4) Revenue
- 5) Rate Calculation (If applicable)
- 6) Detailed Direct Program Staffing Expense
- 7) Detailed Administrative Staffing Expense

The budget is an accounting of cash expenditures only. It must not include any in-kind contributions or donations, or the cash value thereof; however, cash donations must be included in this cash expenditure budget.

Budget and financial information will be utilized to evaluate the cost effectiveness of your RFP and for comparison to other agency responses. Please note that final awarded contracts may request more detailed information.

This form as an Excel file is available upon request in the DSS Fiscal Management Office to Necole Ervin at 858-6099, or via e-mail at necole.ervin@erie.gov.

1) SUMMARY FUNDING REQUEST (Derived from the detailed information in tables 2-7.)

Indicate in the columns below a summary of the total program budget requested for this RFP. Comparative prior year funding information should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

PROGRAM COST	Current Contract	Proposed Budget
Total Direct Salary and Fringe Benefits		
Total Direct Operating Expense		
Total Administrative Overhead		
TOTAL PROGRAM COSTS		
REVENUE	Current Contract	Proposed Budget
County Funding		
In-kind Donations		
Donated Funds		
Other Revenue		
Other Revenue		
TOTAL REVENUE		
NET (Revenue minus Expense)		

2) DIRECT PROGRAM RELATED EXPENSE

Indicate all expense items related to the direct provision of client services, **cash expenditures only**. It must not include any in kind contributions or donations, or the cash value thereof; however, cash donations must be included in this cash expenditure budget.

DIRECT PROGRAM EXPENSE	Current Contract	Proposed Budget
Direct Program Staffing (Staffing Table 6)		
Salaries, Wages		
Total Fringe Benefits		
Subtotal Salary and Fringe Benefits		
Direct Operating Expense		
Employee travel/mileage		
Employee Training		
Maintenance and repairs		
General program related supplies		
Maintenance and repairs		
Phones		
Utilities		
Equipment: (List items)		
Contracted Client Services: (List contracts)		
Contracted Services Not Client Related (List contracts)		
Other:		
Subtotal Direct Operating Expense		
TOTAL DIRECT PROGRAM COSTS		

3) ADMINISTRATIVE OVERHEAD

Administrative Overhead cannot exceed 15% of the total Direct Service Program Budget. Detail cash expenditures only.

Administrative Overhead	Current Contract	Proposed Budget
Staffing		
Salaries, Wages		
Total Fringe Benefits		
Subtotal Administrative Salary and Fringe Benefits		
Administrative Operating Expense		
Employee travel/mileage		
Employee Training		
Maintenance and repairs		
General program related supplies		
Phones		
Utilities		
Equipment (List items)		
Contracted Services Not Client related (List contracts)		
Other:		
Subtotal Administrative Operating Expense		
Total Administrative Overhead		
Total Direct Program Costs		
Administrative Expense as Percent of Program Cost		

4) REVENUE

Detail below all revenue sources directly related to the total proposed program.

Revenue	Current Contract	Proposed Budget
Total Funds Requested from the County		
In-kind Donations (List in-kind donations specific to this proposal:)		
Total In-Kind:		
Cash Donated Funds -(Indicate Source):		
Total Cash Donated Funds:		
Other Funding Source:		
Total Other Sources:		
Total Revenue		

5) RATE CALCULATION (If applicable)

Detail below all revenue sources directly related to the total program expense.

Rate Calculation	Current Contract	Proposed Budget
A. Total Program Cash Expenditures (Direct plus Admin. Overhead)		
B. Flex Funds (Applies to traditional and specialized preventive services and may not apply for all contracts.)		
C. Cash Donated Funds		
D. Amount payable through this proposal (A+B-C)		
E. In-kind Donations		
F. Total Donated, Cash and In-kind (C+E)		
G. Number of Proposed Units of Service		
H. Hourly Unit of Service Cost ((D-B)/G)		

6) STAFFING REVIEW - PROGRAM RELATED

In the following columns list all proposed direct program related staff. Indicate full or part time employees. Comparative prior year staffing levels should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

[illegible]

7) STAFFING REVIEW - Administrative

In the following columns list all administrative staff. Indicate full or part time employees. Include all Full and Part-Time Executive, Administrative Support and Clerical Staff who do not provide Direct Client Service and Service Supervision. Comparative prior year staffing levels should be included if the agency is requesting a continuation of a program previously funded by the Department of Social Services.

	Current Contract			Proposal		
Administrative Staff	% of Time	Current Salary	Current Period Cost	% of Time	Proposed Salary	Total Proposed Cost
Full Time Position Title:						
Part Time Position Title:						
Total Salary:						
Total Fringe Benefit Cost:						
Fringe Benefits as percent of total salary:						
Attach a separate worksheet showing details for all fringe benefit categories only if the fringe benefit totals exceed 35% of total salary. Detail fringe benefit information will be required in final contract documents.						